

TIME MANAGEMENT

SERVING THE PEOPLE WHO SERVE THE PEOPLE



KENTUCKY EMPLOYEE ASSISTANCE PROGRAM

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The Kentucky Employee Assistance Program (K.E.A.P.) is dedicated to helping employees find solutions to the personal problems that may hinder their work performance. Here are some suggestions from their Time Management workshop.

Inefficiency results from the constant stream of distractions that are either:

1. External - phone calls, e-mails, people dropping by, etc., or
2. Internal - concern about deadlines, worry about returning a call, etc.

Many people have some type of system to manage these issues, but do not use it because they are not confident that it will work. This can result in a further lack of efficiency because of poor organization and because of the time it takes to double check a system that the person has no faith in.

In order to increase focus and efficiency:

1. Work to completely clear your mind by placing all unfinished business in an organizational system – “To Do Lists” for ongoing work and a Filing system from reference information.
2. Clarify the commitment and determine what steps need to be taken to progress. In order to get the most out of this step make sure your goals follow the SMART guidelines by being:

Specific
Measurable
Achievable
Realistic
Timed

3. Develop a trusted system that reminds you of needed actions and is easily reviewable – Prioritize your “To Do List” and then schedule those actions on a daily basis using a planner.

Tips to improve your efficiency

1. Batching – work to group similar tasks together when scheduling your day. It is estimated that it can take between 5 – 15 minutes to reach a peak level of productivity after starting a new task, so jumping around slows down efficiency.
2. Do the most unpleasant task first thing – the rest of the day will seem like a snap once that job has been completed.
3. Morning buffer – give yourself the opportunity in the morning to sit down for a short period of time to collect your thoughts. Studies show that running around in the morning may get you to work just in time, but that surge of adrenaline results in a “hang-over” effect of fatigue once that adrenaline dries up.
4. Get ideas from others – look around and you’ll notice that there is a wealth of information in the form of experience. Ask your co-workers what they do to manage their workload more effectively.

Remember...

Busyness does not always equal progress, which is why prioritizing is key. Procrastination comes in many forms and can include completing less important jobs in order to avoid working on more pressing tasks.



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